

Clerk's Office Internship Program

In an effort to give back to the community, the Clerk's Office offers two to four month, paid and unpaid internships for undergraduate and graduate students seeking experience in court administration, public administration, public policy, government, and other related fields.

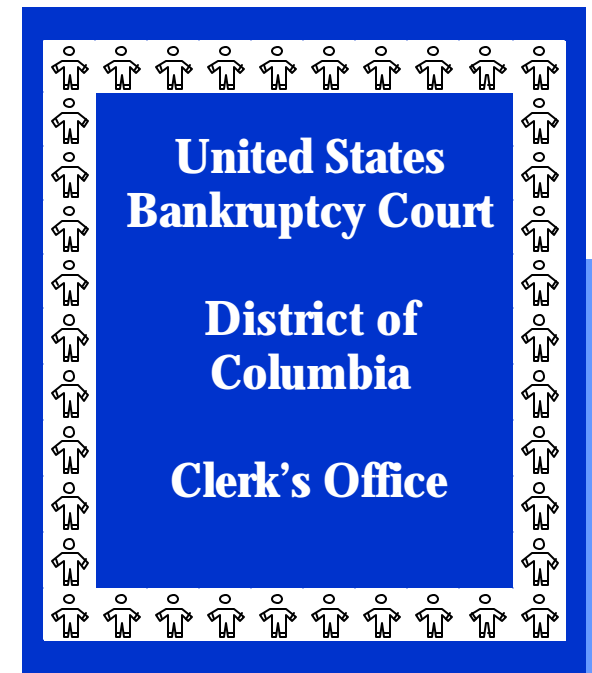
The Clerk of Court continuously seeks opportunities to improve efficiency and effectiveness in the customer service provided to the bench, bar, trustees, and public. Our goal to improve efficiency lends itself well to students interested in "reinventing government."

The internship offers a diversity in tasking, which is likely to include case administration, courtroom operations, statistical analysis, customer service, and other special projects.



E. Barrett Prettyman
United States Courthouse

Internship Coordinator
United States Bankruptcy Court
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College

Responsibilities of the Clerk's Office

- ❖ Provide exceptional customer service to the court, attorneys, trustees, and the public
- ❖ Process bankruptcy case documents from initiation through closing
- ❖ Develop, maintain, and monitor Court's budget
- ❖ Provide for and maintain the Court's information technology requirements
- ❖ Manage bankruptcy procurement, space, and facilities
- ❖ Manage human resources
- ❖ Track and monitor changes in federal bankruptcy rules and procedures
- ❖ Manage and maintain case-flow and court calendar
- ❖ Prepare and analyze statistical reports
- ❖ Participate in strategic planning

Internship

INTERNSHIP BENEFITS

- ❖ Small staff size allows interns to gain experience in multiple areas of court administration
- ❖ One-building circuit provides opportunities to interact with district and appellate courts and probation office
- ❖ Opportunity to observe trials and hearings
- ❖ Hands-on experience in federal court operations
- ❖ Metro reimbursement
- ❖ Flexible hours and schedule

INTERNSHIP DESCRIPTION

- ❖ Assist with revision development of an appeals manual and precedent file
- ❖ Research and develop new policy
- ❖ Participate in planning and policy meetings
- ❖ Provide reports and analyses
- ❖ Provide customer service to attorneys, trustees, and public

Program

Internship Application

Please provide a Statement of Interest explaining why you are interested in this internship, what you hope to gain, and what you feel you could contribute to our organization.

Include:

- Name
- Address
- Phone number
- School, class year, GPA
- Career objectives

List:

- Honors/achievements
- Proposed dates and hours of internship
- Previous work experience and unpaid, relevant experience
- References

Mail or e-mail application materials to address on opposite page.